

DEPARTMENT OF ADMINISTRATION
MOTOR FLEET MANAGEMENT DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

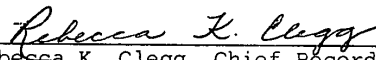
MOTOR FLEET MANAGEMENT DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

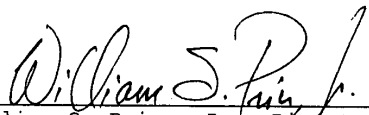
MOTOR FLEET MANAGEMENT DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

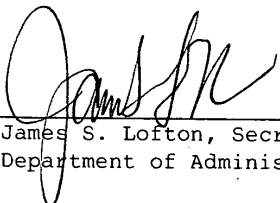
APPROVAL RECOMMENDED

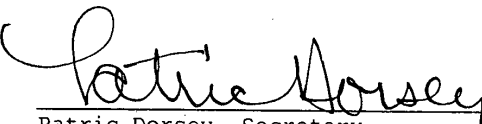

Rebecca K. Clegg, Chief Records Officer
Department of Administration


Carl L. Byrd, Administrator (Acting)
Motor Fleet Management Division


William S. Price, Jr., Director
Division of Archives and History

APPROVED


James S. Lofton, Secretary
Department of Administration


Patric Dorsey, Secretary
Department of Cultural Resources

December 12, 1989

JH

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MOTOR FLEET MANAGEMENT DIVISION

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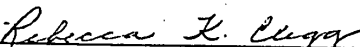
MOTOR FLEET MANAGEMENT DIVISION

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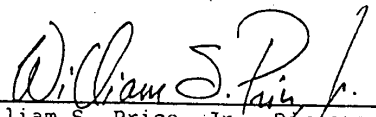
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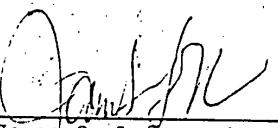
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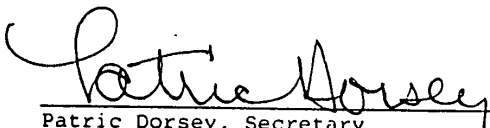

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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

**DEPARTMENT OF ADMINISTRATION
MOTOR FLEET MANAGEMENT DIVISION**

ITEM 10776. ADMINISTRATOR'S MASTER FILE.

Correspondence, budget statements, pertinent legislation records, staff meeting minutes, surveys, and other related administrative records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10777. GARAGE OPERATIONS FILE.

Reference information concerning the organization and operation of the garage. File includes information regarding accident investigations, vehicles inventories, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10778. MANAGEMENT INFORMATION SYSTEM MASTER FILE.

Reference information concerning the operation of the Management Information System (MIS) Section. File includes billing procedures, reports, computer printouts, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 10781. DIVISION MASTER COMPUTER FILE.

Computer tapes documenting all vehicles operating under the jurisdiction of the Department of Administration. File includes vehicles assignments, operating costs, purchases, billing information, and other related data.

DISPOSITION INSTRUCTIONS: Transfer printout copies to requesting division, section, or branch when produced. Return source documents to originating division, section, or branch after entered into display terminal (CRT). Erase tape in office when updated.

ITEM 10782. PERMANENTLY-ASSIGNED VEHICLE TRAVEL LOG FILE.

Log sheets (white copy) used to denote trip dates, places of travel, odometer readings, and amounts of mileage charges.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 10784. NEW CAR CHECK-IN FILE.

Reference information concerning newly acquired vehicles. Records list models, colors, engine sizes, license numbers, accessories, and other related facts regarding vehicles.

DISPOSITION INSTRUCTIONS: Destroy in office after vehicle is sold.

ITEM 10785. PERMANENTLY-ASSIGNED VEHICLES RECEIPT FILE.

Reference information (pink copy) of material used to denote permanent-assigned vehicles to state agencies. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 10787. PARKING CITATION FILE.

Records concerning the issuance of minor traffic citations for state-owned vehicles. File includes citations, letters of notifications to drivers, and verification forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 10794. PERMANENT AGENCY-OWNED ASSIGNED VEHICLES FILE.

Records listing all vehicles permanently assigned to state agencies. File includes vehicles numbers, license numbers, models, year, and locations of assigned vehicle.

DISPOSITION INSTRUCTIONS: Destroy in office when agency surrenders vehicle.

**DEPARTMENT OF ADMINISTRATION
MOTOR FLEET MANAGEMENT DIVISION**

ITEM 10796. NON-EXEMPT COMMUTING FILE.

Records concerning individuals with permanently-assigned vehicles that are required to pay a commuting fee.

DISPOSITION INSTRUCTIONS: Destroy in office when individual is no longer assigned a permanent vehicle or status changes.

ITEM 10797. COMMUTING EXEMPT FILE.

Records concerning the certification of a vehicle assignment and commuting status. (Those individuals who are assigned a permanent vehicle are required to complete this form in order to justify their commuting status.)

DISPOSITION INSTRUCTIONS: Destroy in office when individual is no longer assigned a permanent vehicle or status changes.

ITEM 10798. NON-COMMUTING FILE.

Records used to certify individuals who are assigned a vehicle during the day but must park vehicle at their work station upon completion of the business day. (These individuals are exempt from payment of a fee for the use of the vehicle.)

DISPOSITION INSTRUCTIONS: Destroy in office when individual is no longer assigned a permanent vehicle or status changes.

ITEM 10799. APPEALS FILE.

Forms and appeal notices submitted by individuals with permanently-assigned vehicles to the division requesting that they be exempted from paying commuting charges.

DISPOSITION INSTRUCTIONS: Transfer to Non-Exempt Commuting File, Commuting Exempt File, or Non-Commuting File, whichever is appropriate, when appeal is resolved.

ITEM 10802. WORK ASSIGNMENT AND PERPETUAL INVENTORY FILE.

Repair orders used to document repairs performed on state-owned vehicles. File includes work assignments and vehicle repair costs.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after vehicle is sold.

ITEM 10805. REQUESTS FOR PERMANENTLY-ASSIGNED VEHICLE FILE.

Requests by individuals for a permanently-assigned state vehicle. File includes justifications for requests and the identification number of the vehicle.

DISPOSITION INSTRUCTIONS: Destroy in office after vehicle is sold.

ITEM 10808. MONTHLY VEHICLE INSPECTION FILE.

Records concerning monthly inspection of state-owned vehicles by the Motor Fleet Management Division. File includes related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.